

Data Base Management Branch
Office of Finance
Headquarters Section

Under the general supervision of the Chief, Data Base Management Branch and the direct supervision of the Chief, Headquarters Section, DBMB, the incumbent will:

1. Provide overall clerical and typing support as required for the Branch;
2. Receive incoming documentation, sort, and maintain a log of correspondence, obligation and voucher documentation;
3. Sort and disseminate report documentation to DBMB/System Analysts and/or B&F customers, as appropriate;
4. Receive all incoming calls and customer personnel and directing them to appropriate DBMB/System Analyst for servicing;
5. Establish and maintain files for correspondence, reports and microfilm cartridges;
6. Assist in the preparation of batching for release of documentation to Data Entry; and
7. Prepare labels for Computer Output Microfilm (COM) received from Printing Services Division and assist Analysts and customers in locating and loading appropriate reels on microfilm readers for reference.
8. Will be trained in various aspects of Data Entry terminal input in order to assist as back-up to Data Entry personnel.

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